

DEPARTMENT OF INDUSTRIAL RELATIONS
Division of Occupational Safety and Health
No. CA Process Safety Management
1450 Enea Circle, Suite 550
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07/22/08

DOCUMENT REQUEST

TO: Mark Robinson, Safety Team Lead
Chevron Products Co.

FROM: Carla Fritz
Cal OSHA Compliance Engineer

SUBJ: Complaint of Unsafe Working Conditions –
Tetraethyl Lead Work Practices – Blending & Shipping

This office has been informed of allegedly unsafe working conditions taking place at the refined side of the Blending & Shipping unit. Said conditions have been created during railcar offloading & subsequent blending of tetraethyl lead.

Pursuant to my investigation into the above referenced complaint, please provide copies of the documents listed on my document request by **08/04/08**. Please be advised that I may request additional documents.

Thank you in advance for your cooperation in this investigation.


Carla Fritz
(925) 602-5779
(925) 602-2668 (fax)

Ref: 311070239

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**Document Request**

Pursuant to my inspection as a Cal/OSHA Compliance Engineer, please provide copies of the following documents by the "postmarked date" below. Please be advised that failure to provide the documents could be interpreted as an admission that the documents do not exist, which could result in citations and monetary penalties. Please be advised that additional document requests may follow:

PLEASE POSTMARK RESPONSE BY: **08/04/08**

All requests pertain only to the tetraethyl lead (TEL) railcar offloading & Av-Gas blending operations at the refined side of Blending & Shipping

- 1) Written Operating Procedures for both offloading & blending, including:
 - Normal, temporary, emergency
 - Consequences of deviation & steps to correct/avoid deviation
 - Description of all PPE required
- 2) Process Safety Information, including:
 - Hazard information for materials used in the process, including all MSDS
 - Overview of process, including frequency & quantities involved
 - Information pertaining to the equipment in the process, including specifications for loading arm assembly, loading hoses, blending manifold
- 3) Process Hazard Analysis for TEL railcar offloading & blending operations
- 4) Management of Change documentation for temporary operating procedure(s)
- 5) Any & all monitoring data compiled pursuant to these operations
- 6) Inspection reports for TEL storage vessel removed from service due to deterioration, including records of welded repairs
- 7) Fit test records for all employees conducting these activities
- 8) Documented training for all employees conducting these activities


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Received by: _____ Title: _____